



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

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NON-CLASSIFIED POSITION ANNOUNCEMENT

Temporary Position Public Outreach Manager

October 26, 2016

The Nevada Department of Conservation and Natural Resources, Division of Water Resources (NDWR) is seeking qualified applicants for a non-classified, **temporary, full-time** position in our Floodplain Management Section located in Carson City, Nevada.

Recruitment: This is an open competitive recruitment, open to all qualified persons. Applications will be accepted until recruitment need is satisfied.

Approximate Compensation (DOE):

Hourly Rate \$30/hour

This is a full-time, temporary hourly paid position. This is a contracted position, and no state benefits apply.

The Position: This position will assist the floodplain management program with public outreach events, Flood Awareness Week events, promotion of flooding awareness through social media web sites, the implementation of a Strategic Outreach Plan to educate communities about the NFIP, flood awareness, flood preparedness and flood mitigation to encourage Nevada communities to become more resilient and activities involving public speaking. This position will have **significant travel** associated with it (approximately 50%-75% of time) throughout Nevada. This position will require the successful candidate to be able to function with minimal supervision from a home office when not in the field. The Public Outreach Manager will assist with other duties as assigned by the supervisor. The Public Outreach Manager position is a **temporary** position, which will last until project completion, approximately one year. The position will be funded by the Cooperating Technical Partner (CTP) Grant, a grant issued by the Federal Emergency Management Agency (FEMA) to enhance the floodplain management program.

Minimum Qualifications: Qualified candidates must have a bachelor's degree in earth sciences, water resources, communications, journalism, marketing, education or a related field. Experience with public speaking is preferred.

Training and Experience: PLEASE PROVIDE RESPONSES TO THE FOLLOWING QUESTIONS. RESPONSES WILL BE REVIEWED, EVALUATED AND SCORED. IT IS IMPORTANT TO PROVIDE A THOROUGH RESPONSE.

- Describe any public outreach and education work you have performed.
- Describe your level of proficiency and experience with Microsoft Word, Excel, Power Point and Access.
- Describe your ability/experience in working independently, with minimal supervision from a home office environment.
- Please include your availability/desired work schedule for a typical Monday through Friday work week.

To Apply: Submit a resume including professional references by fax, email, mail or deliver to: David Willard, State Floodplain Manager, Division of Water Resources, 901 S. Stewart St., Ste. 2002, Carson City, NV 89701, Fax: (775) 684-2811, Email: dwillard@water.nv.gov "In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website."

It is the applicant's responsibility to submit a complete resume and provide the requested supplemental information pertaining to Training and Experience. **Incomplete resumes and/or supplemental information may be cause for rejection from consideration.**